



# **Electronic Subcontracting Reporting System (eSRS)**

[\*\*http://www.esrs.gov\*\*](http://www.esrs.gov)

**Department of Defense Government Training**



# **Submitting an Individual Subcontracting Report (ISR)**



# Subcontracting Program: The Basics - Regulatory Requirements

## ▶ A Subcontracting Plan is required when:

- Contracts > \$550 K (\$1M construction) AND subcontracting opportunities exist
- Modifications > \$550 K with new work AND subcontracting opportunities exist
- Contract is a multi-year contract

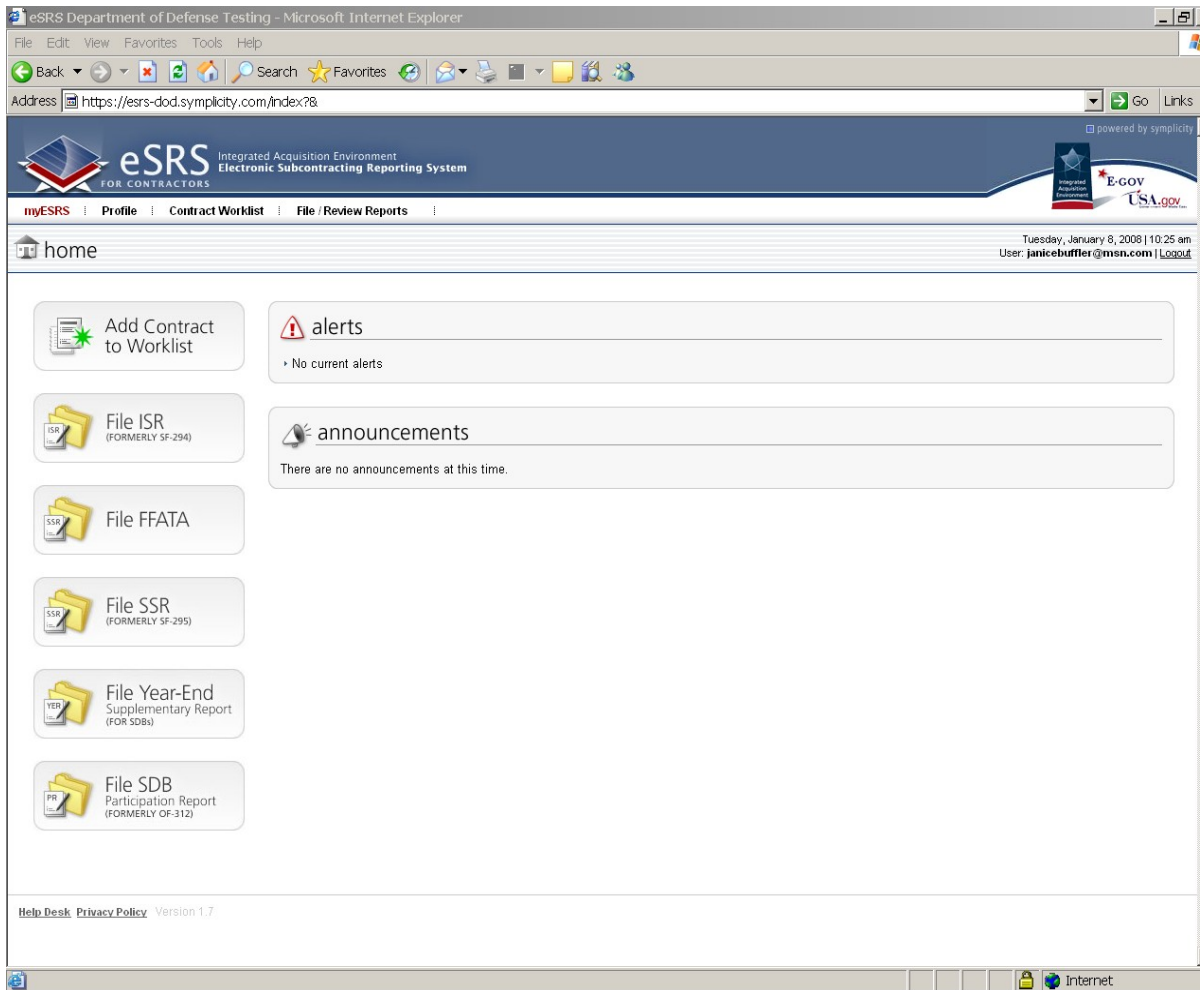
## ▶ A Subcontracting Plan is NOT required:

- When contract performance is entirely outside the United States and outlying areas
- For personal services contracts
- When modifications within general scope do not contain FAR Clause 52.291-8 (or prior clauses for contracts awarded before PL 95-507)

**Note:** If you are unsure as to whether or not you should be filing a subcontracting report, contact your government contracting official to discuss.



# ISR Reporting



- ▶ **When you log into eSRS, you will come to this home page.**
- ▶ **From the home page, you can:**
  - File and review reports
  - Get system announcements
  - Review your profile
- ▶ **To file a report, click on the link on the left of the page that corresponds with the report you are filing.**
- ▶ **To see reports that have been filed under the DUNS # you registered with, select “Contract Worklist” from the top page navigation.**



# ISR Reporting

The screenshot shows a web browser window titled "eSRS Department of Defense Testing - Microsoft Internet Explorer". The address bar shows the URL: [https://esrs-dod.symplcity.com/?s=sa\\_reports&\\_mode=\\_form&\\_tab=core&id=8report\\_step=18\\_contract=0](https://esrs-dod.symplcity.com/?s=sa_reports&_mode=_form&_tab=core&id=8report_step=18_contract=0). The page header includes the eSRS logo and the text "Integrated Acquisition Environment Electronic Subcontracting Reporting System FOR CONTRACTORS". The navigation bar shows "myESRS | Profile | Contract Worklist | File / Review Reports". The main content area is titled "individual subcontract reports" and shows a "New Report" form. The form has a left sidebar with a numbered list of steps: 1. Instructions, 2. Enter Contract #, 3. Contract Details, 4. Subcontracting Report, 5. Subcontracting Report Cont'd, 6. Subcontract Awards, 7. Review, and 8. Submit Report. The "Instructions" step is selected. The main content area for "Individual Subcontracting Reports" includes a "Please Note" section and two sections of radio button options: "For Prime Contractors" (Your DUNS number as it appears on the contract, Product and Service Codes, NAICS) and "For Lower Tier Subcontractors" (The Prime contract number, The Subcontract number, The DUNS number of the contractor that awarded you the subcontract, Product and Service Codes, NAICS). At the bottom of the form are "Cancel" and "Continue" buttons. The footer of the page includes "Help Desk Privacy Policy Version 1.7". The browser's taskbar at the bottom shows the Start button, several open applications (Inbox - Microsoft..., eSRS Departme..., Document1 - Mic...), and the system clock showing 10:24 AM on Tuesday, January 8, 2008.

- ▶ **eSRS contains a number of new fields that do not exist on the paper form. Before you begin the report filing process, you should have the following items for referral:**
  - DUNS number as it appears on your contract
  - Product and Service Codes
  - NAICS
- ▶ **Once you have those documents, click “Continue”.**
- ▶ **Quick Tip:** The left side navigation bar will show you where you are in the process of filing a report.



# ISR Reporting

The screenshot shows a Microsoft Internet Explorer browser window titled "eSRS Department of Defense Testing". The address bar shows the URL "https://esrs-dod.simplicity.com/?report\_step=2". The page header includes the eSRS logo and navigation links: "myESRS", "Profile", "Contract Worklist", and "File / Review Reports". The main content area is titled "individual subcontract reports" and displays a "New Report" form. The form has a sidebar with steps: 1. Instructions, 2. Enter Contract # (selected), 3. Contract Details, 4. Subcontracting Report, 5. Subcontracting Report Conf'd, 6. Subcontract Awards, 7. Review, and 8. Submit Report. A yellow warning box states: "Note: If you are a large prime contractor: In the event that you are unable to find or report against a contract that should be available through eSRS, you must contact your cognizant contracting officer or official for help. In order for you to report against your contract, your government contracting authority will have to report your record to Federal Procurement Data System - Next Generation (FPDS-NG). FPDS-NG is the central repository containing a searchable collection of over 12 million federal contract actions. FPDS-NG is the authoritative source of the basic contractual information used to pre-populate many of the eSRS fields when entering your Contract Number. For more information on FPDS-NG please visit <https://www.fpds.gov>. Additionally, please note that Department of Defense will not go live with eSRS until later this year. Please contact your contracting official to discuss DOD electronic subcontracting reporting requirements." Below the warning box are "Back", "Cancel", and "Continue" buttons. The form fields include "Enter Prime Contract Number For Report" (with a note "Indicates a required field"), "Select Existing Contract:" (with a dropdown menu and instructions to choose from a worklist or manually enter the number), and "If not found above, enter Prime Contract # (as it appears in FPDS-NG):" (with a text input field). At the bottom of the form are "Back", "Cancel", and "Continue" buttons. The footer includes "Help Desk", "Privacy Policy", and "Version 1.7". The Windows taskbar at the bottom shows the Start button, several open applications (Inbox - Microsoft..., eSRS Departme..., Document1 - Mic...), and the system clock showing 10:24 AM on Tuesday, January 8, 2008.

► **Enter the contract number that corresponds to the report you are filing.**

- If there are existing contracts under your DUNS, they should appear in the dropdown menu.
- If the corresponding contract number is not located in the drop-down menu, simply type it in.

► **Quick Tip:** You do not need to include dashes in the contract number.



# ISR Reporting

eSRS Department of Defense Testing - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [https://esrs-dod.symplicity.com/?report\\_step=2](https://esrs-dod.symplicity.com/?report_step=2) Go Links

**eSRS** Integrated Acquisition Environment  
Electronic Subcontracting Reporting System

myESRS | Profile | Contract Worklist | **File / Review Reports**

individual subcontract reports

Tuesday, January 8, 2008 11:08 am  
User: janicebuffler@msn.com | Logout

**New Report**  
[BACK TO LIST](#)

1 Instructions  
2 **Enter Contract #**  
3 Contract Details  
4 Subcontracting Report  
5 Subcontracting Report Conf'd  
6 Subcontract Awards  
7 Review  
8 Submit Report

**Search Results:**

- Contract Number does not match any contracts in the system!

**Note:** Please choose from the 35 contracts that were similar to the one you entered. If it is not in the list, click the [clear] button to start over or contact [help@esrs.gov](mailto:help@esrs.gov) for further assistance.

**Note:** If you are a large prime contractor: In the event that you are unable to find or report against a contract that should be available through eSRS, you must contact your cognizant contracting officer or official for help. In order for you to report against your contract, your government contracting authority will have to report your record to Federal Procurement Data System - Next Generation (FPDS-NG). FPDS-NG is the central repository containing a searchable collection of over 12 million federal contract actions. FPDS-NG is the authoritative source of the basic contractual information used to pre-populate many of the eSRS fields when entering your Contract Number. For more information on FPDS-NG please visit <https://www.fpds.gov>. Additionally, please note that Department of Defense will not go live with eSRS until later this year. Please contact your contracting official to discuss DOD electronic subcontracting reporting requirements.

[Back](#) [Cancel](#) [Display Contract Details](#)

Enter Prime Contract Number For Report \* indicates a required field

Select Contract #:  
The following contracts were found that were similar to the number you entered. Please select the correct contract and click submit to continue.

[Clear](#)

[Back](#) [Cancel](#) [Display Contract Details](#)

[Help Desk](#) [Privacy Policy](#) Version 1.7

Done

Start | [Inbox - Microsoft ...](#) | [RE: CSP Testing R...](#) | [2 Internet Exp...](#) | [Contractor Screen...](#) | Search Desktop | [Internet](#) | 11:05 AM

► **If you get an error message that the contract number you are entering does not match any contracts in the system:**

- Contact your government contracting official.
- The contract information is being pulled from FPDS-NG and your contract has not been tagged in FPDS-NG as having a subcontracting plan.
- The contracting official must change this in the system before you can submit your report.
- Once this change is made in the system, you should wait at least one business day for the system to update the information passed to eSRS.





# ISR Reporting

eSRS Department of Defense Testing - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [https://esrs-dod.symlicity.com/index?s=sa\\_reports&\\_mode=\\_form&report\\_step=3](https://esrs-dod.symlicity.com/index?s=sa_reports&_mode=_form&report_step=3) Go Links

eSRS Integrated Acquisition Environment  
Electronic Subcontracting Reporting System

powered by symlicity

myESRS | Profile | Contract Worklist | **File / Review Reports**

individual subcontract reports

Tuesday, January 8, 2008 | 11:08 am  
User: [janicebuffler@msn.com](#) | Logout

### New Report

[BACK TO LIST](#)

- 1 Instructions
- 2 Enter Contract#
- 3 **Contract Details**
- 4 Subcontracting Report
- 5 Subcontracting Report Cont'd
- 6 Subcontract Awards
- 7 Review
- 8 Submit Report

**Contract Details** \* indicates a required field

Contract Type:  
☐ prime ☐ sub

[Back](#) [Cancel](#) [Save](#) [Save & Continue](#)

**Prime Contract Info**

Number:	W52P1J05C0003
Agency:	DEPT OF THE ARMY

[Back](#) [Cancel](#) [Save](#) [Save & Continue](#)

[Help Desk](#) [Privacy Policy](#) Version 1.7

- ▶ **From this page, you will indicate whether this contract is a prime or sub.**
  - Prime means that your company is lead on the contract.
  - Subs are the companies the lead contractor may have subcontracted out activities to.
- ▶ **The box on the right side of the page shows you the contract number you are working with and the Service/Agency that owns that contract.**
- ▶ **Quick Tip:** All mandatory fields in the system are marked with a red \*.





# ISR Reporting

eSRS Department of Defense Testing - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address [https://esrs-dod.simplicity.com/index?sa\\_reports&\\_mode=\\_form&report\\_step=3](https://esrs-dod.simplicity.com/index?sa_reports&_mode=_form&report_step=3) Go Links

powered by simplicity

**eSRS** Integrated Acquisition Environment  
Electronic Subcontracting Reporting System  
FOR CONTRACTORS

myESRS | Profile | Contract Worklist | **File / Review Reports**

individual subcontract reports

Tuesday, January 8, 2008 11:09 am  
User: [janicebutter@msn.com](#) | [Logout](#)

### New Report

[BACK TO LIST](#)

- 1 Instructions
- 2 Enter Contract #
- 3 **Contract Details**
- 4 Subcontracting Report
- 5 Subcontracting Report Conf'd
- 6 Subcontract Awards
- 7 Review
- 8 Submit Report

**Errors Detected:**

- The prime duns on the contract does not match your duns. If you are the prime contractor for this contract, click [Ignore errors and continue](#) to proceed. Otherwise, please choose "sub" or make sure you are reporting on the correct contract.

[Ignore Errors And Continue](#)

[Back](#) [Cancel](#) [Save](#) [Save & Continue](#)

#### Contract Details

\* indicates a required field

Contract Type\*:  
☒ prime ☐ sub

[Back](#) [Cancel](#) [Save](#) [Save & Continue](#)

**Prime Contract Info**

Number:	W52P1J05C0003
Agency:	DEPT OF THE ARMY

[Help Desk](#) [Privacy Policy](#) Version 1.7

Done

Start | [Inbox - Microsoft...](#) | [RE: CSP Testing R...](#) | [2 Internet Exp...](#) | [Contractor Screen...](#) | Search Desktop | [Internet](#) | 11:06 AM

- ▶ **If you get an error message that the DUNS # on the contract does not match the DUNS # you used to register:**

- Make sure the company information is correct.
- Make sure you are using the right contract number.

- ▶ You may receive this error message if the company information at the beginning of the contract has changed during the life of the contract:

- i.e. companies have merged or changed names

- ▶ Select "Ignore Errors and Continue"



# ISR Reporting

eSRS Department of Defense Testing - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://esrs-dod.symplcity.com/index?>

eSRS Integrated Acquisition Environment  
Electronic Subcontracting Reporting System

powered by symplcity

myESRS | Profile | Contract Worklist | File / Review Reports

individual subcontract reports

Tuesday, January 8, 2008 | 11:09 am  
User: janicebutter@msn.com | Logout

### New Report

[BACK TO LIST](#)

- Instructions
- Enter Contract #
- Contract Details
- Subcontracting Report**
- Subcontracting Report Cont'd
- Subcontract Awards
- Review
- Submit Report

[Save & Go Back](#) [Cancel](#) [Save](#) [Save & Continue](#)

#### SUBCONTRACTING REPORT FOR INDIVIDUAL CONTRACTS

\* Indicates a required field

1. DUNS #:  
[help](#)

2. Verify Data:  
If the data provided on this step from FPDS is correct, please choose "yes". Otherwise, choose "no" and contact your contracting officer to correct the problem.  
☐ yes ☐ no

3. Corporation, Company or Subdivision Covered:  
[help](#)

a. Vendor Name:  
[help](#)

b. Vendor Physical Address:  
[help](#)

Street Address:  
[help](#)

City:  
[help](#)

State:  
[help](#)  
Pennsylvania

#### Progress

- Subcontracting Report
- ✓ DUNS #
- ✗ Verify Data
- ✓ Vendor Name
- ✓ Vendor Physical Address
- ✓ Agency Awarding Contract
- ✓ Contracting Office Agency ID
- ✓ Contracting Office Agency Name
- ✓ Contracting Office ID
- ✓ Funding Agency ID
- ✓ Funding Agency Name
- ✓ Funding Office ID
- ✓ Prime Contract Number
- ✓ Product/Service Code
- ✓ Dollar Obligated
- ✓ Current Contract Value
- ✓ Is your contract administered by an office other than that identified in Questions 7/8 above?
- ✗ Subcontracting Report Cont'd
- ✗ Subcontract Awards

#### Tips

Clicking 'Save' or 'Save and Continue,' will save your report and allow you to leave and continue your report later.

Click 'Save and Continue' to save information on the current page and go to the next page of the form.

Click 'Save' if you want to save and stay on the current page.

Click 'Cancel' to leave and continue your report later from the point you

- ▶ The contract information is pulled directly from FPDS-NG so most data fields will be pre-populated.
- ▶ Your progress through the system is indicated in the box on the right-hand side of the page.
  - ✓ indicates information has been input in the system.
  - ✗ indicates information that is still needed to complete the



# ISR Reporting

eSRS Department of Defense Testing - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites

Address <https://esrs-dod.symlicity.com/index?> Go Links

Country:  
help  
United States

4. Agency Awarding Contract\*:  
DEPT OF THE ARMY (2100)

5. Contracting Office Agency ID\*:  
2100

6. Contracting Office Agency Name:  
DEPT OF THE ARMY

7. Contracting Office ID:  
[Redacted]

8. Funding Agency ID:  
2100

9. Funding Agency Name:  
DEPT OF THE ARMY

10. Funding Office ID:  
[Redacted]

11. Prime Contract Number\*:  
[Redacted]

12. Product/Service Code:  
[Redacted]

13. Dollar Obligated\*:  
[Redacted]

14. Current Contract Value:  
[Redacted]

15. Is your contract administered by an office other than that identified in Questions 7/8 above?:  
☐ yes ☒ no

Save & Go Back Cancel Save Save & Continue

Help Desk Privacy Policy Version 1.7

Done

Start | Inbox - Microsoft ... | RE: CSP Testing R... | 2 Internet Exp... | Contractor Screen... | Search Desktop | 11:07 AM

- ▶ Most of the basic contract information will be completed for you as it is being pulled from FPDS-NG.
- ▶ You will only need to [Redacted] the sections indicated by a [Redacted]



# ISR Reporting

eSRs Department of Defense Testing - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Go Links

Address: https://esrs-dod.symplcity.com/index? powered by symplcity

**eSRs** Integrated Acquisition Environment  
Electronic Subcontracting Reporting System

myESRS | Profile | Contract Worklist | **File / Review Reports**

individual subcontract reports

Tuesday, January 8, 2008 | 11:11 am  
User: janicebutter@msn.com | Logout

# W52P1J05C0003

[BACK TO LIST](#)

1 Instructions  
2 Enter Contract#  
3 Contract Details  
4 Subcontracting Report  
5 Subcontracting Report Cont'd  
6 **Subcontract Awards**  
7 Review  
8 Submit Report

Save & Go Back Cancel Save Save & Continue

**SUBCONTRACT AWARDS** \* indicates a required field

1. Dollars and Percentages in the Following Blocks:\*

help

☐ do include indirect costs  
☐ do not include indirect costs

help

	Current Goal:			Actual Cumulative:		
	Whole Dollars	Percentage of Total Subcontract Awards	Percentage of Total Contract Value	Whole Dollars	Percentage of Total Subcontract Awards	Percentage of Current Contract Value
2a. SMALL BUSINESS CONCERNS	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
2b. LARGE BUSINESS CONCERNS	<input type="text"/>			<input type="text"/>		
2c. TOTAL	<input type="text"/>	100	<input type="text"/>		100	

help

	Current Goal:			Actual Cumulative:		
	Whole Dollars	Percentage of Total Subcontract Awards	Percentage of Total Contract Value	Whole Dollars	Percentage of Total Subcontract Awards	Percentage of Current Contract Value
3. SMALL DISADVANTAGED BUSINESS CONCNS	<input type="text"/>			<input type="text"/>		

**Progress**

- ✓ Subcontracting Report
- ✓ Subcontracting Report Cont'd
- \* Subcontract Awards
- \* Dollars and Percentages in the Following Blocks:
  - \* Total Awards
  - \* Small Business Awards
  - \* Which method do you use to collect subcontracting data for this report?
- \* Certification
- ✓ Remarks
- \* Contractors Official who Administers this Subcontracting Plan
- ✓ Phone Number of Individual who Administers this Subcontracting Plan
- ✓ E-mail address of Individual who Administers this Subcontracting Plan
- \* Please enter the email address of the Government employee(s) and/or other person(s) to be notified that you have submitted this report.

**Tips**

Clicking 'Save' or 'Save and Continue' will save your report and allow you to leave and continue your report later.

Click 'Save and Continue' to save information on the current page and go to the next page of the form.

Click 'Save' if you want to save and stay on the current page.

## ► Enter your dollar values on this page

- All mandatory fields will be marked with a red \*
- The system will automatically calculate percentages for you.



# ISR Reporting

The screenshot shows a web browser window titled "eSRS Department of Defense Testing - Microsoft Internet Explorer". The address bar displays "https://esrs-dod.symplixity.com/index?". The form contains the following sections:

- 11. Which method do you use to collect subcontracting data for this report?':**
  - ☐ help
  - ☐ payment basis
  - ☐ commitment basis
  - ☐ other
- 12. Certification':**

I certify that, to the best of my knowledge, the preceding information is accurate and the totals **do not** include lower-tier subcontracts.

☐ Yes ☐ No
- 13. Remarks:**

☐ help

[Text input field]
- 14. Administering Info:**

☐ help

**a. Contractors Official who Administers this Subcontracting Plan':**  
☐ help  
[Text input field]

**b. Phone Number of Individual who Administers this Subcontracting Plan:**  
If it is NOT the same name as the contact designated at time of registration  
[Text input field]

**c. E-mail address of Individual who Administers this Subcontracting Plan:**  
If it is NOT the same name as the contact designated at time of registration  
[Text input field]
- 15. Please enter the email address of the Government employee(s) and/or other person(s) to be notified that you have submitted this report.:**

☐ help  
Separate multiple addresses with commas  
[Text input field]

At the bottom of the form are four buttons: "Save & Go Back", "Cancel", "Save", and "Save & Continue".

## ► Certification:

- As the contractor, you are certifying that the information you have included in the report is accurate.

## ► Contractors Official who Administers this Subcontracting Plan:

- This would be the person at your company that administers the contract. This may be different than the person submitting the report.

## ► E-mail address of government employee(s) or others to be notified you have submitted the report:

- This should include the person directly responsible for your contract as well as any others who may need to know that the report has been submitted.



# ISR Reporting

eSRS Department of Defense Testing - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address: https://esrs-dod.symlicity.com/index?report\_step=7

powered by symlicity

**eSRS** Integrated Acquisition Environment  
FOR CONTRACTORS Electronic Subcontracting Reporting System

myESRS | Profile | Contract Worklist | **File / Review Reports**

individual subcontract reports

Tuesday, January 8, 2008 | 11:45 am  
User: janicebuffler@msn.com | Logout

# W52P1J05C0003

[BACK TO LIST](#)

**1** Instructions  
**2** Enter Contract #  
**3** Contract Details  
**4** Subcontracting Report  
**5** Subcontracting Report Cont'd  
**6** Subcontract Awards  
**7** **Review**  
**8** Submit Report

**The following must be completed before you can submit this report:**

- Step 6 is not complete.
- You must fill out:
  - 2a. (SMALL BUSINESS CONCERNS)
  - 2c. (TOTAL)
  - 3. (SMALL DISADVANTAGED BUSINESS(SDB))

In one of the two **percentage goal** columns (i.e. either Percent of Total Subcontract Awards or Percentage of Total Contract Value).

[View Printable Report](#)

SUBCONTRACTING REPORT FOR INDIVIDUAL CONTRACTS

1. DUNS #:  
[help](#)

2. Verify Data:  
yes

3. Corporation, Company or Subdivision Covered:  
[help](#)

a. Vendor Name:  
[help](#)

b. Vendor Physical Address:  
[help](#)

Street Address:  
[help](#)

City:  
[help](#)

SCRANTON

► **Be sure to review all the information in your report before filing.**

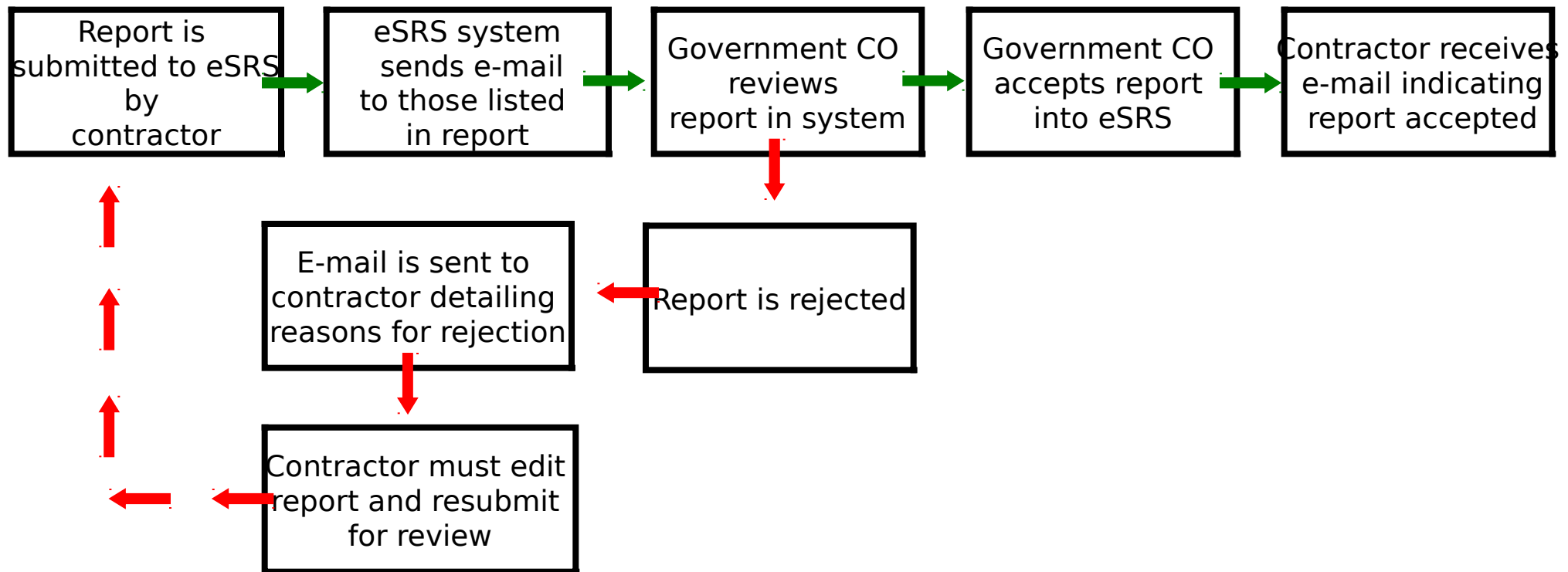
- If mandatory information boxes have not been filled in, you will be given this error message, which outlines the information you must fill in before the system will allow you to file your report.

► **Once you have filled in the remaining information, select “Submit” and your report will be filed in the system.**

- Those you have designated with e-mail addresses in the report will be sent an e-mail notification that your report has been filed.



## What Happens to the Report Once it is Submitted to eSRS?







# Reporting an ISR - Data Fields Dictionary

- ▶ **Agency Awarding Contract** - Federal agency that awarded the contract to the prime contractor
- ▶ **Contracting Office Agency ID** - Identification number for the contracting agency's office
- ▶ **Contracting Office Agency Name** - Contracting office in the federal agency that awarded the contract to the prime contractor
- ▶ **Contracting Office ID** - Identification code of the contracting office that awarded the contract to the prime contractor
- ▶ **Contracting Office Name** - Name of the contracting office (under Agency Awarding the Contract and the Contracting Agency Office) that awarded the contract to the prime contractor
- ▶ **Funding Agency ID** - Identification number of the agency providing the funding for the contract
- ▶ **Funding Office ID and Name** - Agency that is providing a majority of the contract funding.
- ▶ **Prime Contract Number** - Number the government contracting official assigned to the contract and entered into FPDS-NG
- ▶ **Product &/or Service Code** - Four digit alpha numeric codes that classify the type of product/service/research being procured
- ▶ **Dollar Obligated** - Amount of money that the funding agency has obligated to fund this prime contract
- ▶ **Current Contract Value** - Contract value for the base contract and any options that have been exercised

**Step-by-step filing instructions can be found in the "eSRS Quick Reference for Federal Government Prime Contractors Filing an ISR" located on the home page at <http://www.esrs.gov>.**